



UNITED STATES MARINE CORPS
HEADQUARTERS AND SERVICE BATTALION
MARINE CORPS BASE
Quantico, Virginia 22134-5043

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B 07-4
15 May 02

BATTALION ORDER P11101.5A

From: Commanding Officer
To: Distribution List

Subj: BACHELOR ENLISTED QUARTERS (BEQ) STANDARD OPERATING
PROCEDURES (SHORT TITLE: BEQ SOP)

Ref: (a) MCO P4400.150E
(b) MCO P11000.22
(c) MCBO P11101.4
(d) Marine Corps BEQ Campaign Plan
(e) DoD Military Pay and Allowances Entitlement Manual
of 9 March 87

Encl: (1) Locator Sheet

1. Purpose. To establish policy, procedures, responsibilities, regulations and standards of cleanliness pertaining to the BEQ's.
2. Cancellation. BnO 11101.5.
3. Action. Requirements and procedures for the management of the Battalion's BEQ's will be in accordance with this Order.
4. Summary of Revision. This SOP has been revised, and its contents should be reviewed in their entirety.
5. Recommendation. Recommendations concerning the contents of the BEQ SOP are invited. Recommendations will be forwarded to the Commanding Officer, Headquarters and Service Battalion (B 07-4) via the chain of command.
6. Certification. Reviewed and approved this date.

M. L. CULVER

DISTRIBUTION: B

BEQ SOP

RECORD OF CHANGES

Log completed change action as indicated.

[illegible]

BEQ SOP

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BEQ SOP

INTRODUCTION

0001. PURPOSE

1. To promulgate policies and procedures pertaining to the BEQ's per the references.
2. To provide guidance and direction for the effective operation and maintenance of the Headquarters and Service Battalion BEQ's.
3. To establish policy and procedures for management, occupant, and guest responsibilities for efficient day-to-day functioning of the Battalion BEQ's.

0002. SCOPE. This Order applies to all BEQ's under the cognizance of the Battalion, to all personnel who reside or work within those spaces, and to all guests. This Order also governs the relationships and coordination between the BEQ Manager, the company staff and the Battalion staff.

0003. OBJECTIVE. This SOP delineates responsibilities for all BEQ matters falling within the authority of the Commanding Officer, Headquarters and Service Battalion.

LOCATOR SHEET

Subj: BACHELOR ENLISTED QUARTERS (BEQ) STANDARD OPERATING PROCEDURES
(SHORT TITLE: BEQ SOP)

Location: _____
(Indicate location(s) of copy(ies) of this Order.)

BEQ SOP

CHAPTER 1

RESPONSIBILITIES

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CHAPTER 1

RESPONSIBILITIES

1000. COMMAND RESPONSIBILITIES. Company Commanders will assist the BEQ Managers in maintaining a high Quality of Life and the standards of good order and discipline within their assigned BEQ. Company Commanders will:

1. Ensure strict compliance with this Order.
2. Conduct all Field Days and inspections.
3. Maintain barracks and the surrounding grounds in a high state of police and cleanliness at all times.
4. Post and relieve all DNCO's and ADNCO's for their barracks.

1001. CO, NAVAL MEDICAL CLINIC RESPONSIBILITIES. The CO, NMC will assume responsibilities stated above with the exception of item (4).

1002. S-4/LOGISTICS OFFICER RESPONSIBILITIES. BEQ responsibilities fall under the cognizance of the S-4 Officer. The S-4 Officer will:

1. Serve as the principle staff officer on matters pertaining to BEQ maintenance and operation and supervise the activities of the BEQ Managers.
2. Ensure that necessary directives are on hand to properly manage BEQ matters.
3. Plan and conduct or coordinate inspections of the Battalion BEQ's.
4. Ensure that pertinent forms and records are maintained per this Order and that required reports are submitted.
5. Oversee the strict accountability of BEQ furniture and equipment.
6. Update the Battalion BEQ SOP, as required.

7. Coordinate fiscal and supply support for BEQ Managers as required.

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1003. BEQ MANAGER RESPONSIBILITIES. The BEQ's are managed on a daily basis by an NCO or a SNCO. This officer is assigned the primary duty of BEQ Manager and is responsible to the S-4 Officer for general management and logistics responsibilities to include budgeting, maintenance, supplies, equipment and record keeping. Each BEQ Manager will:

1. Act as the responsible officer for all government and MCCA property within the BEQ and establish controls and procedures for issue, use and accountability of property. Process all missing or damaged gear cases per reference (a) and appendix A.
2. Design fiscal year budgets to project supply support requirements for BEQ operations. Requisition supplies and equipment, as necessary.
3. Prepare and submit work requests and trouble tickets for maintenance actions to the appropriate agencies via the S-4 Officer. Maintain logs/records concerning all work requests submitted.
4. Conduct daily inspections of all common areas and grounds surrounding the BEQ for cleanliness, material condition, safety, and unauthorized guests. Coordinate with the respective tenant companies, as necessary, and take action to correct discrepancies noted.
5. Establish procedures to issue, control and recover all keys.
6. In coordination with respective company staffs, make room assignments and maintain a master roster indicating the name, rank, room number, platoon code, company, and duty phone number of all residents. Ensure that the DNCO has a copy of the master roster.
7. Submit weekly occupancy reports and semi-annual Bachelor Housing Utilization Reports to the S-4 Officer.
8. Provide cleaning supplies necessary to maintain common areas and loan cleaning equipment (vacuum cleaners, swabs, etc.), as required.
9. Establish a locked storage area where residents may store personal belongings of nominal value. Coordinate with company staffs to ensure that items stored are clearly marked as to ownership, properly packaged, and not hazardous. Access to this area will be controlled by the respective Company Gunnery Sergeant.

10. Personally conduct a joint inventory with barracks residents at the time of check-in and check-out. If damages or losses are discovered, report these findings to the company staff and initiate the procedures for damaged or missing gear per reference (a) and appendix A.

11. The by name assignment of Building (BEQ) Managers is required by both the Marine Corps Base, Quantico and the Headquarters and Service Battalion Anti-Terrorism/Force Protection Plans. Each of the Battalion's barracks represents a top potential terrorist target due to their high density of personnel and proximity to major thoroughfares. BEQ Managers, therefore, play a vital role in the effort to thwart potential terrorist activities in and around their assigned buildings. BEQ Managers, upon assignment, are required to become familiar with the Battalion AT/FP Plan and their particular role in that plan. In addition, BEQ Managers will receive additional training and guidance from the Battalion AT/FP Officer (S-3). They are responsible for applying sound terrorism awareness principles as part of their normal duties, paying particular attention to observe and report abnormalities such as unidentified personnel or vehicles, suspicious packages, unsecured hatches or spaces, as well as identifying security related maintenance issues for prompt repair. The point of contact for all AT/FP matters is the Battalion S-3 Officer.

12. Submit changes to this Order to the S-4 Officer, as required.

1004. TURNOVER FOLDERS. Prepare and maintain a turnover folder for the BEQ.

1005. DNCO RESPONSIBILITIES

1. The Duty NCO will vacuum the basement deck when there is water on it; the wet/dry vacuum has been issued to the DNCO and is in the DNCO hut for that purpose.

2. The DNCO will inspect all drains on the outside of the barracks to include the ramps to the basement and three wells in the back of the barracks. If clogged, ensure they are cleared. If still clogged

and does not drain, report to BEQ Manager.

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3. The DNCO will inspect the checklist and account for all gear on the list.

4. The DNCO will ensure the standing lights are turned off at first light and turned on at dusk. The location of all lights is in the DNCO regulations.

1006. DECK NCO RESPONSIBILITIES. One Deck NCO (Sergeant) will be designated for each deck in Barracks 2001, 2003, and 2005. Deck NCO's will:

1. Ensure that Morning Cleanup of assigned common areas is completed each workday morning no later than 0630. Morning Cleanup consists of sweeping and swabbing the decks and vacuuming any carpeted surfaces of inside common areas. Deck NCO's will sign the Morning Cleanup Logbook on the DNCO's desk each morning verifying that the Morning Cleanup for their assigned common area has been completed.

2. Contact their Company Gunnery Sergeant no later than 0700 each morning to report that Morning Cleanup has been completed.

3. Make sure that each common area is swept, swabbed, stripped (if necessary to prevent wax build-up) and waxed and all carpeted areas are vacuumed on Field Day (usually every Thursday night).

4. Receive attendance reports from Wing NCO's for Field Day formations.

5. Obtain necessary cleaning gear for cleaning of the common areas from the BEQ Manager.

a. Deck NCO's will make sure that the cleaning gear for common areas is used ONLY for the common areas and not for individual rooms.

b. Deck NCO's will be in charge of the South Storage Room for each deck. The cleaning gear will be kept in the South Storage Room.

6. Deck NCO's will make sure that each and every room on their assigned deck is in a state of General Cleanup every day as outlined in Chapter 4, Paragraph 4002.

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7. Deck NCO's are responsible for knowing who resides in each room on their assigned deck. Deck NCO's will make sure that all room hatches have nametags and that all tags are accurate.

8. Deck NCO's will ensure that Marines assigned to their deck check out with the BEQ Manager before PCS'ing or checking out of the Marine Corps.

9. Supervise Wing NCO's, making sure that they are completing their assigned tasks.

10. Report any maintenance that needs to be done for their assigned area to the BEQ Manager.

1007. DECK NCO AREAS OF RESPONSIBILITY. Following is the breakdown of areas of responsibility for Field Day and Morning Cleanup.

1. FIRST DECK NCO'S AREA OF RESPONSIBILITY:

a. Supervise the cleaning and maintenance of the first deck hallways.

b. Supervise the cleaning and maintenance of the DNCO Quarter Deck area and vending machine area.

c. Supervise the cleaning and maintenance of the TV lounge area.

d. Ensure that all rooms on the first deck are in a state of General Cleanup everyday.

e. On Field Day, supervise the cleaning of all common areas assigned to the first deck.

f. On Field Day, make sure that all rooms on the first deck are ready for Field Day inspection before the rooms are secured for the night.

2. SECOND DECK NCO'S AREA OF RESPONSIBILITY:

a. Supervise the cleaning and maintenance of the second deck hallways.

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b. Supervise the cleaning and maintenance of both inside ladder wells from top to bottom.

c. Supervise the cleaning and maintenance of both laundry rooms.

d. Ensure that all rooms on the second deck are in a state of General Cleanup every day.

e. On Field Day, supervise the cleaning of all common areas assigned to the second deck.

f. On Field Day, make sure that all rooms on the second deck are completely ready for Field Day inspection before the rooms are secured for the night.

3. THIRD DECK NCO'S AREA OF RESPONSIBILITY:

a. Supervise the cleaning and maintenance of the third deck hallways.

b. Supervise the cleaning and maintenance of both outside ladder wells from top to bottom. Outside ladder wells will be swept only.

c. Supervise the cleaning and policing around the outside of the barracks.

d. Ensure that all rooms on the third deck are in a state of General Cleanup every day.

e. On Field Day, supervise the cleaning of all common areas assigned to the third deck.

f. On Field Day, make sure that all rooms on the third deck are ready for Field Day inspection before the rooms are secured for the night.

1008. WING NCO RESPONSIBILITIES. Two Wing NCO's (Sergeants or Corporals) will be designated for each deck in Barracks 2001, 2003, and 2005. Wing NCO's will:

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1. Make sure that Morning Cleanup of the assigned wing is completed each weekday morning no later than 0630. Morning Cleanup consists of sweeping and swabbing the decks and vacuuming any carpeted surfaces of inside common areas. Wing NCO's will sign the Morning Cleanup Logbook on the DNCO's desk each morning, verifying that the Morning Cleanup for his assigned wing has been completed.
2. Wing NCO's will take attendance at Field Day formations to make sure that everyone in their assigned wing is accounted for.
3. During Field Day, Wing NCO's will make sure that all common areas in their assigned wing are swept, swabbed, stripped (if necessary to prevent wax build-up) and waxed, all carpeted areas are vacuumed, and each room in their assigned wing is cleaned and ready for Field Day inspection.
4. Wing NCO's will get cleaning gear for their assigned wing from the Deck NCO of that deck.
5. Wing NCO's will ensure that each and every room is in a state of General Cleanup everyday as outlined in Chapter 4, Paragraph 4002.
6. Wing NCO's are responsible for knowing who resides in each room in their assigned wing. Wing NCO's will make sure that all room hatches have nametags and that the tags are accurate.
7. Wing NCO's will make sure that Marines assigned to their wing check out with the BEQ Managers before PCS'ing or checking out of the Marine Corps.
8. Wing NCO's will report any maintenance required for their assigned area to the Deck NCO.

1009. WING NCO AREAS OF RESPONSIBILITY. The North Wing NCO's will be in charge of all the even numbered rooms on each deck. The South Wing NCO's will be in charge of all the odd numbered rooms on each deck. Following is the breakdown of areas of responsibility for Field Day and Morning Cleanup:

1. FIRST DECK NORTH WING NCO'S AREA OF RESPONSIBILITY:

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- a. Clean and maintain first deck in front of all even numbered rooms.
- b. Clean and maintain DNCO Quarter Deck area and vending machine area.
- c. Make sure that all even numbered rooms on the first deck are in a state of General Cleanup every day.
- d. On Field Day, make sure that all even numbered rooms on the first deck are ready for Field Day inspection before the rooms are secured for the night.
- e. On Field Day, ensure that all common areas in their designated area are swept, swabbed, stripped (if necessary to prevent wax build-up) and waxed, and all carpeted areas are vacuumed.

2. FIRST DECK SOUTH WING NCO'S AREA OF RESPONSIBILITY:

- a. Clean and maintain first deck in front of all odd numbered rooms.
- b. Clean and maintain TV lounge area.
- c. Make sure that all odd numbered rooms on the first deck are in a state of General Cleanup every day.
- d. On Field Day, make sure that all odd numbered rooms on the first deck are ready for Field Day inspection before the rooms are secured for the night.

e. On Field Day, ensure that all common areas in their designated area are swept, swabbed, stripped (if necessary to prevent wax build-up) and waxed, and all carpeted areas are vacuumed.

3. SECOND DECK NORTH WING NCO'S AREA OF RESPONSIBILITY:

a. Clean and maintain second deck in front of all even numbered rooms.

b. Clean and maintain north inside ladder well from top to bottom.

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c. Clean and maintain North Laundry Room.

d. Make sure that all even numbered rooms on the second deck are in a state of General Cleanup every day.

e. On Field Day, make sure that all even numbered rooms on the second deck are ready for Field Day inspection before the rooms are secured for the night.

f. On Field Day, ensure that all common areas in their designated area are swept, swabbed, stripped and waxed and that all carpeted areas are vacuumed.

4. SECOND DECK SOUTH WING NCO'S AREA OF RESPONSIBILITY:

a. Clean and maintain second deck in front of all odd numbered rooms on the second deck.

b. Clean and maintain south inside ladder well from top to bottom.

c. Clean and maintain South Laundry Room.

d. Make sure that all odd numbered rooms on the second deck are in a state of General Cleanup every day.

e. On Field Day, make sure that all odd numbered rooms on the second deck are ready for Field Day inspection before the rooms are secured for the night.

f. On Field Day, ensure that all common areas in their designated area are swept, swabbed, stripped (if necessary to prevent wax build-up) and waxed, and all carpeted areas are vacuumed.

5. THIRD DECK NORTH WING NCO'S AREA OF RESPONSIBILITY:

a. Clean and maintain the third deck in front of all even numbered rooms.

b. Clean and maintain north outside ladder well from top to bottom. Outside ladder wells will be swept only.

c. Clean and police around the outside of the barracks.

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d. Make sure that all even numbered rooms on the third deck are in a state of General Cleanup every day.

e. On Field Day, make sure that all even numbered rooms on the third deck are ready for Field Day inspection before the rooms are secured for the night.

f. On Field Day, make sure that all common areas in their designated area are swept, swabbed, stripped (if necessary to prevent wax build-up) and waxed, and all carpeted areas are vacuumed.

6. THIRD DECK SOUTH WING NCO'S AREA OF RESPONSIBILITY:

a. Clean and maintain third deck in front of all odd numbered rooms.

b. Clean and maintain south outside ladder well from top to bottom. Outside ladder wells will be swept only.

c. Clean and police around the outside of the barracks.

d. Make sure that all odd numbered rooms on the third deck are in a state of General Cleanup every day.

e. On Field Day, make sure that all odd numbered rooms on the third deck are ready for Field Day inspection before the rooms are secured for the night.

f. On Field Day, make sure that all common areas in their designated area are swept, swabbed, stripped (if necessary to prevent wax build-up) and waxed, and all carpeted areas are vacuumed.

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CHAPTER 2

POLICY AND PROCEDURES FOR ROOM ASSIGNMENTS

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CHAPTER 2

POLICY AND PROCEDURES FOR ROOM ASSIGNMENTS

2000. CRITERIA FOR ROOM ASSIGNMENTS

1. Room assignments will be made by the BEQ Manager based on space available and the desire of the company staff. As much as practical, unit integrity will be maximized; however, overall utilization of the Battalion BEQ's will be the deciding factor.

2. Marines will be billeted by sex, rank, and unit to the maximum extent possible. Per reference (d), individual room occupancy has been assigned as follows:

- a. Sergeant - One per room.
- b. Corporal - Two per room.
- c. Private to Lance Corporal - Three per room.

2001. GEOGRAPHIC BACHELORS

1. When available, geographic bachelors will be permitted to occupy a space in the BEQ. A geographic bachelor is a member that meets all of the following criteria:

a. Permanent party assigned to an installation in CONUS or Hawaii.

b. Receives BAH at the With Dependents rate, or family resides in military family housing.

c. Has PCS orders that allow for the transfer of dependents and transportation of household goods.

A service member who gets married during a tour of duty and is not authorized a household goods shipment or given dislocation allowance to move dependents will be classified as a bonafide bachelor.

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2. Geographic bachelors will be billeted up to three to a room, though unit and rank will be considered to the maximum extent possible.

3. At the time of room assignments, geographic bachelors will be instructed that they occupy rooms on a temporary basis. If occupancy levels ever reach the point where vacation of these rooms is necessary to accommodate single Marines, the geographic bachelors will be given five days notice to vacate quarters.

2002. ROOM IDENTIFICATION. All room doors will have a name-tag holder with identification card affixed to identify the assigned resident(s). Identification cards will be uniform in design and completed in a uniform manner with the following information: name, rank, company, work section, and extension.

2003. CHECK-IN PROCEDURES

1. During normal working hours:

a. Each new resident will be directed, by their respective Company Gunnery Sergeant (after checking in with their company), to

the BEQ office for room assignment. At the BEQ office, the Marine will receive a room key and comforter.

b. The occupant will then inventory the room with the inventory sheet. The inventory sheet will be retained in the BEQ Manager's Office. The check-in sheet will be stamped and signed when the inventory sheet is returned.

c. Each new resident will be briefed by the BEQ Manager on the rules and regulations governing the BEQ, using this Order as a guide. A copy of this Order will be maintained in each BEQ room.

2. After normal working hours:

a. All Marines who report in after normal working hours will report initially to the Battalion AOD. The AOD will direct the Marine to the DNCO of Barracks 2001, and the DNCO will assign the Marine to a rack in a transient room. The Marine will be issued linen and will be escorted to the room. The Marine will be required to sign for the linen.

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b. The next regular working day, the Marine will report to his/her assigned company and check into the BEQ utilizing the procedures in the above paragraph.

2004. CHECK-OUT PROCEDURES

1. Every occupant assigned to a BEQ room is required to check-out with the BEQ Manager.

2. Check-out during normal working hours:

a. A joint inventory by the occupant and BEQ Manager will be conducted, using the inventory sheet that was filled out when the occupant first checked aboard. If damages and/or losses are discovered, they will be reported to the company staff; and the BEQ Manager will initiate the procedures for damaged or missing gear per reference (a) and appendix A.

b. Upon completion of the inventory, the occupant will turn in his or her key and comforter to the BEQ Manager. The BEQ Office will stamp and initial the Marine's check-out sheet. The Marine will then report to the appropriate company to complete processing. If the

inventory uncovers damaged or missing gear, the check-out sheet will not be stamped or initialed, and the Marine will not be allowed to complete checking-out until the issue is resolved.

3. Marines checking-out after normal working hours will check out with the BEQ Manager on the last working day prior to their departure. A joint inventory by the resident and the BEQ Manager will be conducted and the room key and comforter will be turned in at that time. If damage or loss is found, the BEQ Manager will report the damage to the company staff and initiate the procedure for missing or damaged gear per reference (a) and appendix A. The individual will then be issued linen and assigned to a temporary room in Barker Hall (2001) while awaiting departure. On the day of departure, the Marine will check-out with the DNCO and turn in the linen.

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2005. TEMPORARY (TRANSIENT) BILLETING PROCEDURES

1. The AOD will notify the DNCO of Barker Hall (2001) when new personnel, E-5 and below, arrive during non-working hours. They will be billeted in temporary transient rooms located in Barker Hall in accordance with reference (c), chapter 3. No temporary billeting is authorized in 2003 or 2005. SNCO's will be referred to Liversedge Hall for billeting.

2. Temporary rooms are also available for use by personnel checking out of the barracks and whose travel schedule calls for weekend/holiday departure. Personnel requesting this privilege must be referred to the DNCO by their respective BEQ Manager. This privilege will only be extended to personnel who are not drawing Basic Allowance for Housing.

3. All transients will completely vacate the room by 0630 the next workday. Marines will stage all gear on the quarter deck and ensure the rooms are properly cleaned. After all gear has been staged, the DNCO will go through the rooms and inspect the rooms for cleanliness. If the transient rooms are not properly cleaned when the barracks manager goes through for morning inspection, then the DNCO will clean

that room(s) before he/she is relieved from his/her duties as the DNCO. Marines staying in transient rooms will not under any circumstances receive a key for the room. The DNCO will open the door whenever access to the room is needed. The DNCO will log in all Marines who reside in the transient room, to include name, rank, and social security number.

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CHAPTER 3

BARRACKS RULES AND REGULATIONS

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CHAPTER 3

BARRACKS RULES AND REGULATIONS

3000. GENERAL. The rules and regulations contained in this Order govern the conduct of all persons to include residents, guests, and visitors and are enforceable under the UCMJ. In the absence of specific regulations, all personnel will be guided by the following principles:

1. BEQ residents are members of this Organization and are expected to conduct themselves with dignity, pride, obedience to regulations and respect for authority and the rights of others.
2. All residents are responsible not only for obeying but also for enforcing and reporting violations of regulations. In this regard:

(a) Within each room, the senior occupant assigned to that room is in charge and is responsible for enforcement of regulations and standards within that room.

(b) In all other situations involving the enforcement of regulations and standards where no other person has specific authority, the senior resident present will take charge, and all persons subordinate to that resident will obey orders and instructions given.

(c) The DNCO and the ADNCO are both sentries on post and the direct representatives of the Commanding Officer. When in the execution of their duties, they must be obeyed regardless of military grade.

3001. ALCOHOLIC BEVERAGES. Marines who are 21 years of age or older are authorized to store and consume alcohol in the BEQ. The Battalion Commander's intent is to allow Marines who are 21 years of age or older to enjoy the responsible use of alcoholic beverages in their living spaces. It is dependent upon all the Marines of this Organization to make this policy work by ensuring that alcohol is consumed responsibly.

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1. An individual Marine will store no more than one 12-pack of beer, two 4-packs of wine coolers, two bottles of wine, or one liter of liquor in his/her room. Kegs, coolers, or any other bulk storage devices will not be used to store alcoholic beverages.

2. Consumption of alcoholic beverages is authorized in the BEQ recreation room and living spaces. Open containers of alcoholic beverages will not be carried/consumed in passageways.

3. Abuse of this privilege will result in disciplinary action. The senior Marine present in the living space is responsible for ensuring compliance with this policy. Duty NCO's will ensure strict compliance with this policy throughout the barracks.

3002. APPLIANCES. Appliances, such as microwaves, electric hot plates, coffee makers, toasters, etc., must display the Underwriter's

Laboratories, Inc. (UL) seal of approval. Some form of automatic shut-off must exist on heat-producing appliances. The number of heat-producing appliances shall be kept to a minimum and not be activated or used in closets, lockers, or out of sight locations. Due to the age and wiring configuration of the barracks, only one plug per socket is authorized unless a power tap containing a breaker is used. Extension cords are defined as appliances and if UL approved may be used as designed (one plug/one appliance). All appliances will be turned off when not in use. Residents will not tamper with any wiring in the barracks (electrical, TV, etc.,).

3003. BAGGAGE STORAGE. Storage space in the basement has been provided for storage of oversized or excess personal effects of Marines residing in the BEQ. Anyone wishing to store items should contact his or her Company Gunnery Sergeant. All items will be clearly marked as to ownership, properly packaged, and not hazardous. Space is limited, and access is controlled by the respective Company Gunnery Sergeant.

3004. BICYCLES. Bicycles will be stored in the bicycle rack located in the basements of the barracks. All bicycles will be secured to bicycle racks to prevent theft. Bicycles will not be stored in living/storage rooms.

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3005. CABLE TV. Each BEQ room has been equipped with a cable TV connection by the cable company. If any of the occupants of the room desire to have cable TV installed, they must contact the cable company directly. Installation of cable TV service is a private contract between the occupant and the company. The government accepts no responsibilities for those arrangements. The occupant must be present for the hookup of cable. A maximum of one cable TV hookup is allowed per room. There is a one-time fee for hookup regardless of how many times an occupant changes rooms.

3006. CANDLE/INCENSE BURNING. There will be NO candle/incense burning in the barracks, without exception.

3007. COMMERCIAL ENTERPRISE. Solicitation is not permitted in the BEQ.

3008. COMPUTER ROOM. A computer room is available for use by all occupants of the BEQ. When use of the computer room is desired, the individual will report to the BEQ office to sign in and leave his or her ID card. After hours, the Marine will report to the DNCO and follow the same procedures. No food or drink is allowed in or around the computer. There is no time limit set; however, if occupants are waiting, the Marine may be asked to leave to avoid monopolizing the asset. No occupant will change any directives on the computer.

3009. CRIME PREVENTION. Residents will lock their room doors and wall lockers whenever they leave the room. They will keep money and small, highly pilferable valuables such as jewelry under "lock and key" at all times when they are not present in their rooms.

3010. DECORATIONS. Marines residing in the barracks may decorate their rooms to meet their personal tastes. No decorations will be permitted which damage or require repainting of any part of the room. The use of tape on the wall is not permitted.

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BEQ SOP

3011. DRESS CODE. Due to the co-ed nature of the BEQ, residents will be properly dressed prior to leaving their rooms. Dress will be in good taste, be appropriate for the occasion, and conform to specifications outlined in uniform regulations.

3012. FIRE ESCAPE PLANS. Fire escape plans will be posted by fire alarms. BEQ residents will enter and depart the BEQ by utilizing the main entrance or the entrance at the rear of the recreation room. Fire exits will not be utilized for routine passage. It is the responsibility of each resident to ensure that internal fire doors are closed and unobstructed.

3013. FLAMMABLE MATERIALS. No flammable or hazardous materials will be stored in the BEQ. All hazardous materials will be disposed of properly.

3014. FOOD. Snack type foods intended for immediate consumption, non-perishable food stored in sealed, airtight containers, and/or food which can be stored in the occupant's refrigerator may be kept in the room. All other food is prohibited in the BEQ rooms in order to prevent insect and rodent infestation.

3015. GAMBLING. Gambling in any form is prohibited in the BEQ.

3016. GOVERNMENT PROPERTY

1. Government property (to include furnishings, equipment and fixtures) will not be removed or relocated from the BEQ rooms, recreation, laundry rooms, or other common areas without prior approval of the BEQ Manager. Personnel will be held liable for any damage they incur to bulkheads, light fixtures, windows, etc. Marines may be required to repaint rooms, repair holes in walls, or reimburse the government for repairs caused by their negligence/abuse. No government issued cleaning supplies or equipment (foxtails, brooms, etc.,) will be stored in barracks rooms. Government issued cleaning supplies will only be used for common areas. Residents are responsible for providing the cleaning supplies required to maintain their assigned rooms.

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BEQ SOP

3017

2. Arrangement of furniture within the BEQ rooms will be configured to the Company Commander's discretion, with exception of the following restrictions:

a. Racks will not be placed so that they interfere with entrance to the head or the air conditioning/heater unit. The racks will not hinder exiting from the room in case of fire.

b. The arrangement of furniture must not result in safety hazards, damage to furniture, or damage to the room (i.e., refrigerators will not be stacked on any furniture and wall lockers will remain along the wall at the entrance to the room).

c. Wires must not be run across traffic areas of the floor or be fastened to the walls.

d. The use of fused/circuit breaker equipped extension cords is authorized. Regular extension cords or extra wall sockets ("octopuses") are not authorized. If there are any questions concerning electrical equipment, contact the BEQ Manager.

3. Any missing or damaged furniture in the BEQ rooms will be identified at check-out. The BEQ Manager will notify the company staff and initiate the procedures for damaged or missing gear per reference (a) and appendix A.

3017. GUESTS AND VISITORS

1. Personnel residing in the barracks are permitted in each other's rooms. If the person(s) visiting the room is/are asked to leave by the resident(s), the visitor is required to do so. Common courtesy is expected.

2. All guests and visitors (non-residents) will be required to present proper identification to the DNCO for log in. Guests and visitors will be escorted by the Marine they are visiting at all times. Upon leaving, the guest will be logged out by the DNCO. Guests under the age of 18, except immediate family members (sister/brother), are not authorized in the BEQ.

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3018

BEQ SOP

3. If the Marine to be visited is not in the barracks, the guest will not be permitted to wait in the quarterdeck for his/her return for more than 15 minutes.

4. No guests will be permitted to spend a night in any barracks unless approved by the resident's Company Commander.

5. When Field Day, unit formations, or fire drills are in progress, guests will not be permitted in the barracks areas.

6. Residents are responsible for the conduct of their guests and will assure that they conduct themselves appropriately. Residents are also

responsible for ensuring their guests maintain the same standards of dress outlined in paragraph 3011.

7. The following hours of visitation are for non-resident/co-ed guests:

Sunday through Wednesday	0800 - 2200
Thursday	0800 - 1700
Friday, Saturday and holidays	0800 - 2359

3018. KEY CONTROL

1. All barracks keys will be controlled by the BEQ Manager.
2. Personnel who are locked out of their rooms will request access from the DNCO. They will be required to show their ID cards and be listed on the barracks room assignment roster before access is granted.
3. Personnel who lose their keys will be required to report to their BEQ Manager to fill out a "Missing Key Statement" before a new key will be issued. Personal key accountability is paramount in order to ensure security of residents' rooms.
4. Access to storage rooms will be through the BEQ Manager only. Access to downstairs cages will be through the respective Company Gunnery Sergeant.
5. Unauthorized duplication or replacement of room keys is prohibited and punishable under the UCMJ.

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BEQ SOP

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3019. LAUNDRY ROOMS. Each barracks has two laundry rooms. The following guidelines govern their use:

1. They are provided for the convenience of barracks residents only.
2. Abuse of washers and dryers will not be tolerated. The DNCO will make a log entry of anyone found abusing laundry room equipment. Those found abusing equipment will be reported to the Marine's company.

3. Out-of-service washers and dryers will be reported to the BEQ Manager as soon as identified in order to expedite maintenance.
4. Users are to remove clothing from washers and dryers immediately upon completion in consideration of others. Laundered clothing may be removed from machines without the owner's permission.
5. Users of the laundry rooms will clean up after use, placing all trash in the containers provided.

3020. NOISE CONTROL. Residents must show consideration for others in the BEQ and maintain noise at a moderate level. Sound systems or TV's should not be heard in adjoining or adjacent rooms or in passageways. Quiet hours are between 2200 and 0530. During quiet hours, residents who share a room with other personnel will use headphones. If three complaints about loud music are received by the duty NCO regarding any occupant, all equipment involved will be packed up and placed in storage until said named occupant checks out.

3021. PARKING. Parking in the barracks area is limited. One space is reserved for the BEQ Manager and one for a maintenance vehicle. BnO 5560.2B provides further parking guidance. No parking in reserved spaces will be allowed during working hours from 0500-1700. Vehicles parked in violation of assigned spaces will be ticketed. At no time will parking block trash dumpsters. All violators doing so will be towed.

3022. PETS. No pets will be permitted in the barracks.

3023. PICTURES. Hanging of pictures or similar items is permitted with the use of approved picture hanging fixtures. The BEQ Manager must approve picture hanging fixtures. Pictures or posters which bring discredit to the United States or our Armed Forces may not be posted. No sexually explicit, demeaning or distasteful materials will be displayed.

3024. PLANTS. Small house plants are permitted, as long as the size and quantity are kept within reason. During the Christmas season, live trees are NOT permitted in the barracks or in individual rooms.

3025. PRIVATELY OWNED FURNITURE. Only the following items of privately owned furniture will be allowed in the barracks: computer desks or other desks, small chairs (covering no more than five square feet of floor space), and small entertainment centers (taking up no more than 36 cubic feet of space). Furniture items will not exceed one of each type per individual. Government property will not be removed to make room for privately owned furniture.

3026. RECREATION ROOMS/LOUNGES. The first deck recreation rooms are available for use by all barracks residents. The following rules apply to all residents:

1. The recreation room will be open 24 hours a day.
2. Personnel using the recreation room are responsible for the police and condition. Any discrepancies will be reported to the BEQ Manager or DNCO immediately.
3. The DNCO will inspect the recreation rooms twice daily (approximate 0700 and 1800). DNCO will ensure the recreation room is policed by persons utilizing the room.
4. Personnel are reminded that misuse of government facilities is punishable under the UCMJ.
5. TV programs will be decided by majority rule.
6. Adult/X-rated material will not be played on TV's/VCR's located in the lounges.

7. There will be no wagering or gambling of any kind.
8. Pool balls and cues can be checked out at the DNCO post. Personnel will be required to leave their ID cards and sign in the log book with the DNCO until the gear is returned. A three-game/one hour limit will be in effect if others are waiting for use of the table.

9. Courtesy and consideration are priorities in the use of the recreation room.

10. A copy of these regulations will be posted in the recreation room.

3027. SEXUAL ACTIVITIES. Sexual activity of any kind is strictly prohibited throughout the BEQ.

3028. SMOKING. Smoking anywhere inside the barracks is prohibited. The only smoking area for the barracks is outside the front main entrance or the rear entrance of the recreation room.

3029. TELEPHONES

1. DNCO Telephone. The DNCO telephone is located at the front desk in each BEQ. The following regulations govern Duty phone use:

a. The DNCO telephone is for official business calls only. Pay telephones, which are located throughout the BEQ, will be used for personal calls.

b. Collect calls will not be accepted or charged to the DNCO telephone.

c. Messages will be taken, to include name and phone number, on all incoming calls for residents. If the telephone call is of an emergency nature, the DNCO will try to locate the Marine in person.

d. A message board will be used by the DNCO to leave messages for anyone not present when a call is received. Messages will be recorded and posted on the board and held until the end of the next working day, unless the message is of an urgent nature. It is the responsibility of the residents to check the message board.

2. Residents' Personal Telephones. Each billeting room has been equipped with a telephone jack by the telephone company. If any occupants of a room desire to have a line activated, they must contact AT&T and make arrangements. Installation of this type of telephone is a private contract between the Marine and the telephone company. The government accepts no responsibility for these arrangements. The

occupant must be present when hookup is to be made by the phone company. There is a one-time fee for hookup regardless how many times an occupant changes rooms.

3030. WEAPONS. Detailed instructions concerning privately owned weapons are contained in MCBO 8000.1. The following items are not authorized in the barracks: firearms or ammunition, bows or arrows, air rifles or pistols, knives with blades three inches in length or longer or which open by mechanical means (switch blades), straight razors, metal knuckles, martial arts weapons, pyrotechnics, gunpowder or explosives of any type.

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4000. GENERAL. The BEQ's shall be maintained by all residents in a state of police and order reflective of the highest military standards and consistent with the requirement to preserve and properly maintain public property. This is inclusive of all individual resident rooms, common areas, and grounds surrounding the BEQ.

4001. POLICE RESPONSIBILITY

1. DNCO's are responsible for internal/external police of the building. BEQ Managers will coordinate with the respective companies to assist in maintaining cleanliness of the building and grounds.
2. A morning police call of all common areas and grounds will be conducted by personnel designated by the Company Gunnery Sergeants. The DNCO will supervise the police and ensure that assigned areas are in proper state of police prior to 0700.
3. On a daily basis, Deck NCO's will inspect their areas of police and track maintenance discrepancies to ensure that appropriate action is initiated.
4. The senior occupant in each room will ensure that the room is kept clean and neat at all times.
5. Daily police of the grounds includes the police of trash and debris, and the emptying of entrance trash cans. During inclement weather, the snow and ice must be removed from door entries, steps, and sidewalks. The Company Gunnery Sergeants and DNCO's will provide additional personnel, as required. Necessary shovels and salt are available from the Logistics Section via the BEQ Manager.
6. Whenever necessary, due to conditions observed, the BEQ Manager or DNCO/ADNCO may direct residents to conduct police calls of common areas and individual rooms. Residents directed to conduct the police call will comply with directions given.

4002. DAILY GENERAL CLEANUP GUIDELINES. The following guidance is provided to residents concerning their daily responsibilities to maintain their quarters in a neat and orderly condition. All

occupants are responsible for the cleanliness and habitability of the rooms in which they reside. Anyone residing in the BEQ who fails to maintain good standards of habitability and cleanliness is subject to disciplinary action to ensure high standards. The following General Cleanup will be done on a daily basis.

1. Racks. Made neatly/daily with serviceable linen.
2. Trash/Trash Cans. Empty/liner replaced. If can is corroded, replace. All trash removed from the room and placed in the dumpsters behind the barracks. No trash will be placed in front of or around the dumpsters.
3. Clothing. Neatly stowed. All clothing will be stored in wall locker, dressers or laundry holder (i.e., bag basket).
4. Valuables. Secured.
5. Prescription Medication. Locked away.
6. Decks. Clean of obvious dirt and debris. Decks will be kept clean by sweeping and swabbing. No decks will be waxed or have a buffer used on them.
7. Windows. Window screens will be in the lowered position at all times. If screens are missing, windows will remain closed at all times. For security purposes, all windows on the first deck will be closed and locked when rooms are not occupied. Curtains/blinds will remain open when the room is not occupied. No pictures or posters will be placed on or in the windows.
8. Safety. Electrical cords must have UL tag. Surge protectors are encouraged. Electrical cords will not be laid underneath carpet. Irons are to be unplugged when not in use.
9. Wall Locker. Locked when the resident is not in the room.
10. Refrigerators/Microwaves. Clean/defrosted.
11. Name Cards. Serviceable. Complete and posted on door.

12. Habitability. All maintenance discrepancies reported to the BEQ Manager.

13. General Impression. Clean, neat and organized. No gear adrift.

4003. FIELD DAY. Participation in Field Day is mandatory for all residents who are not on duty or on leave. All Marines residing off base without BAH will maintain a room in the BEQ and will participate in police calls, working parties and Field Days.

1. Field Days are conducted every Thursday from 1730 until completion. The company is responsible for the conduct of Field Day at the barracks. The BEQ Manager will support the companies with cleaning gear and supplies for the common areas only.

2. Each deck is responsible for assignment of common areas. The common areas include:

a. 1st Deck - All 1st deck passageways, the quarter deck, the male and female heads, the DNCO hut, the computer room, the game room, and the recreation room.

b. 2nd Deck - All 2nd deck passageways, all ladder wells, and the north laundry rooms.

c. 3rd Deck - All 3rd deck passageways, the police of the barracks grounds, and the south laundry room.

3. Each deck has a Deck NCO assigned by the company. The Deck NCO will sign for equipment (buffers/vacuums) from the BEQ Manager for the maintenance of common areas and has a gear locker assigned to him or her for storage of this equipment. Deck NCO responsibilities are as follows:

a. Ensure that his or her equipment is accounted for and in working order.

b. Ensure the deck's common areas are cleaned by Morning Cleanup and on Field Day.

c. Report all maintenance problems with the respective deck's common areas to the BEQ Manager.

4. Field Day Inspection Guidelines. The following guidance is provided concerning Field Day inspection:

- a. All the requirements cited in 4002 are applicable.
- b. Common areas will be swept, swabbed, stripped (if necessary to prevent wax build-up), and waxed. All carpeted areas will be vacuumed.
- c. Floors, to include under and behind furniture, will be washed and clean/free of heel marks and other stains.
- d. Rugs and carpets will be cleaned and/or vacuumed.
- e. Windows will be cleaned inside and out.
- f. Head areas will be scrubbed clean and free from soap film or mold.
- g. Furniture will be dusted.
- h. Refrigerators will be clean and free of any food product past shelf life or otherwise giving the appearance of spoilage.
- i. Lamps will be dusted. Floor lamps will be placed on the deck.
- j. Microwave will be clean inside and out.

4004. CLEANING GEAR AND SUPPLIES

1. Cleaning Gear. Government cleaning gear will be provided by the BEQ Manager to Deck NCO's for use in maintaining common areas. The following guidelines apply:

- a. All gear will be stored in the Deck NCO's gear locker and not in residents' rooms.
- b. The Deck NCO will be responsible to notify the BEQ Manager of any equipment needing maintenance or replacement.

2. Cleaning Supplies. Government cleaning supplies will be provided by the BEQ Manager to the Deck NCO's on an as needed basis. All requests for cleaning supplies will be submitted five working days in advance to allow adequate time for purchase or procurement.

CHAPTER 5
MAINTENANCE

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CHAPTER 5

MAINTENANCE

5000. GENERAL. Maintenance, at many different levels, is a necessary means of preserving the barracks and maintaining a high Quality of Life for its residents. It is the responsibility of every resident or Marine visitor to identify building discrepancies or damage and report it immediately to the BEQ Manager or DNCO.

5001. REPORTING PROCEDURES

1. A maintenance problem is reported to the BEQ Manager with the pertinent information (problems, description, location, and time/date identified). Note: Discrepancy reporting sheets are posted outside each BEQ Office.

2. The BEQ Manager reports to the site of the problem to ascertain whether or not it is repairable at his/her level. If not, it will be determined if it is of routine or emergency nature.

5002. ROUTINE REPAIRS

1. Routine repairs are logged into the BEQ Manager's maintenance log book.

2. The BEQ Manager calls the appropriate section to place a work request. Upon doing so, the BEQ Manager will receive the work request tracking number.

3. Each week the BEQ Manager will reconcile all outstanding work requests with Facilities Maintenance.

5003. EMERGENCY REPAIRS

1. If Emergency Maintenance problems occur during normal working hours, the procedures for routine repairs will be utilized. Naturally, a higher priority will be established by maintenance personnel to remedy the problem.

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2. If an emergency problem occurs after normal working hours, the DNCO will notify Facilities Maintenance, who will in turn, implement the procedures for contacting Facilities Maintenance personnel.

5004. MAINTENANCE PERSONNEL. All Maintenance personnel should be logged in upon entry and exit of the BEQ. When Maintenance personnel require access to a room, a member of the BEQ staff or DNCO will accompany the Maintenance personnel, and the appropriate entry will again be made in the DNCO logbook.

5005. PEST CONTROL

1. The Battalion Pest Control Program is administrated by Public Works. If treatment for specific problems is needed, contact the BEQ office.

2. Due to the toxic nature of pesticides, occupants are not permitted to treat their rooms with pesticides nor will pesticides be stored in the BEQ rooms.

3. Frequent and routine cleaning of rooms and common areas will eliminate most causes of insect and rodent problems.

4. All trash and garbage will be disposed of daily in the dumpsters located behind the barracks. Doors and lids to the dumpsters will be closed after each use.

5006. SELF-HELP

1. Due to budget and civilian labor/contract constraints, it is sometimes necessary to execute maintenance within the unit or BEQ. A self-help section exists within Facilities Maintenance to support repair at the user's level.

2. BEQ Managers will coordinate with self-help and the company staffs for the accomplishment of self-help projects (periodic painting, etc.,). Materials are provided by self-help at no cost to the unit executing the maintenance, and the labor is coordinated by the companies.

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APPENDIX A

REPORT OF MISSING/LOST/STOLEN/DAMAGED GOVERNMENT PROPERTY

1. Information. This report provides specific direction for the documentation of damaged or missing BEQ furniture and equipment and determination of personal responsibility. Through this administrative and counseling process, the command ensures proper accountability for government property and sets a high level of awareness and personal responsibility for it.
2. Preparation. This report should be used to document the loss or damage of government property within the BEQ's. It is initiated at the BEQ Manager's level and is forwarded through the appropriate channels.
3. Sample Report. The report provided is used at Headquarters and Service Battalion, MCB Quantico.

